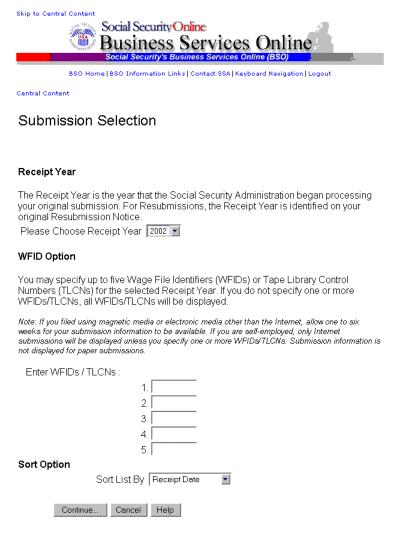
Business Services Online Tutorial

How to use View Status/Errors/Notice Information

- **Step 1:** Login to Business Services Online via the Business Services Online Welcome Page.
- **Step 2:** Select 'View Status/Errors/Notice Information' link from the Business Services Online Home Page.
- **Step 3:** The Submission Selection page will display.



Have a question? Call **1.800.772.6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1.800.325.0778.**

- **Step 4:** Select the Receipt Year of your original submission.
- **Step 5:** (Optional) Enter your WFIDs or TLCNs for the selected Receipt Year. If you do not enter WFIDs or TLCNs, all WFIDS/TLCNs under your EIN or SSN for the selected Receipt Year will display.

 (Note: If you are self-employed, and did not register using an EIN, only Internet

(**Note:** If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed).

Step 6: Select your Sort Option. The Sort Options are by Receipt Date, WFID/TLCN, Version, Filing Method, Number of Forms W-3, Processing Status, and Status Date.

Step 7: The Submission Information Page will display.



TIP: Use your browser menu Save As or Print feature if you wish to save or print this page for your records.

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Receipt Date	WFID/TLCN	Version	Filing Method	No. of W-3's	Processing Status	Status Date	*Resubmission Notice	"View Critical Errors
05/15/03	401301	03	3.5 DISK	00001	RETURN	05/18/2003	Viev	By Error Description By Report Number
05/07/03	401301	02	3.5 DISK	00001	RETURN	05/10/2003	Viev	By Error Description By Report Number
03/17/03	401301	01	3.5 DISK	00001	RETURN	03/20/2003	Viev	By Error Description By Report Number
03/17/03	400589	03	3.5 DISK	00001	RETURN	05/10/2003	Viev	By Error Description By Report Number
03/09/03	400589	02	3.5 DISK	00001	RETURN	03/12/2003	Viev	By Error Description By Report Number
03/03/03	400589	01	3.5 DISK	00001	IN PROCESS	03/04/2003		
07/17/03	JUL104	05	INTERNET		RETURN	09/02/2002	View	By Error Description By Report Number
07/17/03	JUL104	04	CD-ROM		RETURN	09/02/2002	Viev	By Error Description By Report Number
11/08/03	JUL104	06	INTERNET		CONTROL	11/13/2002		
07/07/03	JUL104	01	INCOMPAT		RETURN	08/30/2002	Viev	By Error Description By Report Number
07/17/03	JUL104	03	INTERNET		RETURN	09/02/2002	View	By Error Description By Report Number
07/17/03	JUL104	02	INTERNET		RETURN	09/02/2002	Viev	By Error Description By Report Number
07/17/03	JUL092	03	INTERNET		RETURN	09/02/2002	Viev	By Error Description By Report Number
07/17/03	JUL092	04	INTERNET		RETURN	09/02/2002	View	By Error Description By Report Number
07/17/03	JUL092	02	INCOMPAT		RETURN	09/02/2002	Viev	By Error Description By Report Number
07/07/03	JUL092	01	WIRE		RETURN	08/30/2002	View	By Error Description By Report Number
07/17/03	JUL092	05	INTERNET		RETURN	09/02/2002	Viev	By Error Description By Report Number

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Explanation of Processing Status codes:

The Social Security Administration has received your W-2 Copy A file.					
The Social Security Administration has placed your W-2 Copy A file so that it can be scheduled for processing.					
The Social Security Administration has scheduled your W-2 Copy A file for processing.					
The Social Security Administration was able to complete processing of your W-2 Copy A file.					
You submitted the same information on another W-2 Copy A file that has already been processed.					
A request for corrected W-2 data has been sent to you.					
Your W-2 Copy A file has been deleted. Please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Standard Time for further information.					
Your W-2 Copy A file is being processed.					

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